

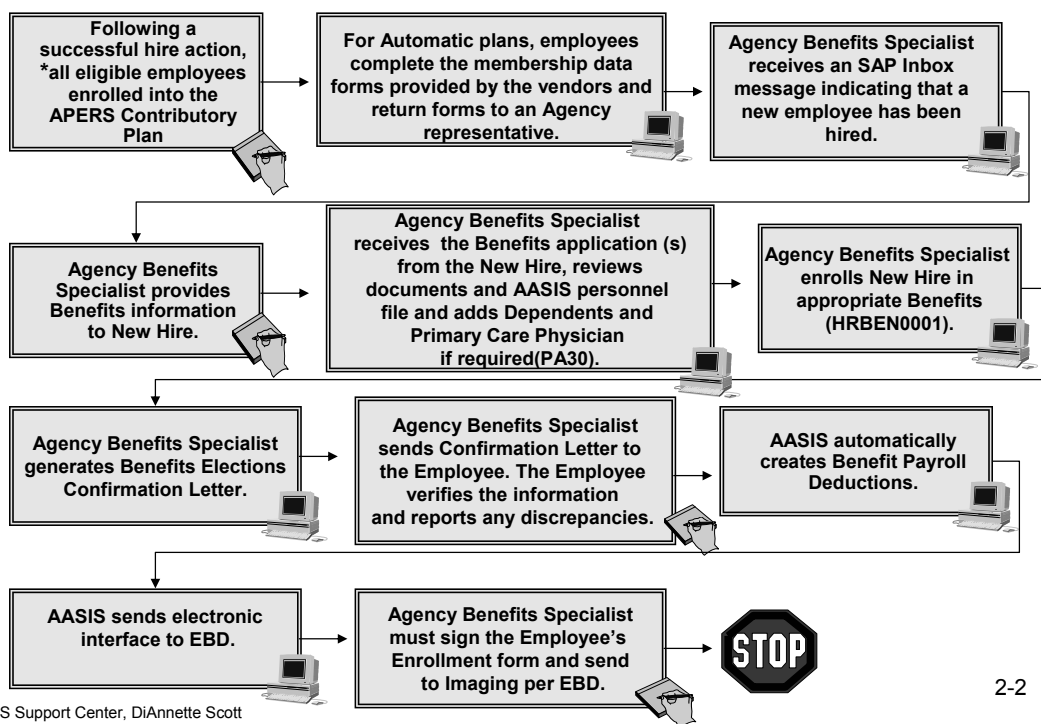


HRBEN BENEFITS ADMINISTRATION

Chapter 2 – New Hire Enrollment



New Hire Enrollment Task Flow



2-2

Perform New Hire Enrollment:

The Agency Benefits Specialist provides the New Hire or Rehire with benefits information and the employee is given **30 days** from their hire date to complete the appropriate enrollment forms to select Medical, Life Insurance, and Dependent Care Spending (FSA) options and return the forms to the Agency Benefits Specialist.

Health and Life Benefit Plans are effective the first day of the month following 30 days after the employee's date of hire.

Retirement plans are effective the day the employee is hired.

Note: If the employee is not eligible for the APERS plan, the system will kick the automatic entry.



New Hire Enrollment

- **Contributory and Non-Contributory Plans**
 - Employees hired **after** July 3, 2005, will automatically be enrolled into the APERS Contributory Plan
 - Exceptions:
 - Rehired employees within 6 months of termination who were previously Non-Contributory may choose either plan. If rehired after 6 months, employee should be manually enrolled into the Contributory Plan.
 - Employees hired from APERS participating agencies who are not currently on AASIS may continue in APERS Non-Contributory Plan.

Note: Existing employees who are currently Non-Contributory have until 12-31-2005 to change to the Contributory Plan.



New Hire Enrollment

Kick-Out Report

- If an employee is not eligible for the APERS plan, the system will kick the Automatic Enrollment entry.
- A Kick-Out Report will be produced if employees are Rehires, hired from a non-AASIS agency, or for employees with a personnel action such as promotion or transfer who have not been enrolled in APERS.
- The Benefits Specialists will check each person listed on the Kick-Out report and manually enroll them into APERS if necessary.
- Rehired-Retirees who are drawing benefits from the same plan that the new agency participates with should not show up on the Kick-Out list. These employees are not eligible for enrollment in APERS.

Note: Automatic Enrollment applies to APERS only. It does not apply to employees for Teacher Retirement, Alternate Retirement or State Police Retirement.



Exercise Scenario #1

- A new Hire turns in their Employee Benefits Elections paperwork to their Agency Benefits Specialist. Enroll the new hire in the requested benefits offerings.

Note: The new hire was automatically enrolled into the APER Contributory Plan following a successful hire action.





Demonstration

- Create New Hire Benefit Enrollment – Employee Elections and Basic Employee Life Plan

Human Resources > Personnel Management >
Administration > HR Master Data >
Maintain (**PA30**)
-and-

Human Resources > Personnel Management > Benefits
>Enrollment
(**HRBEN0001**)



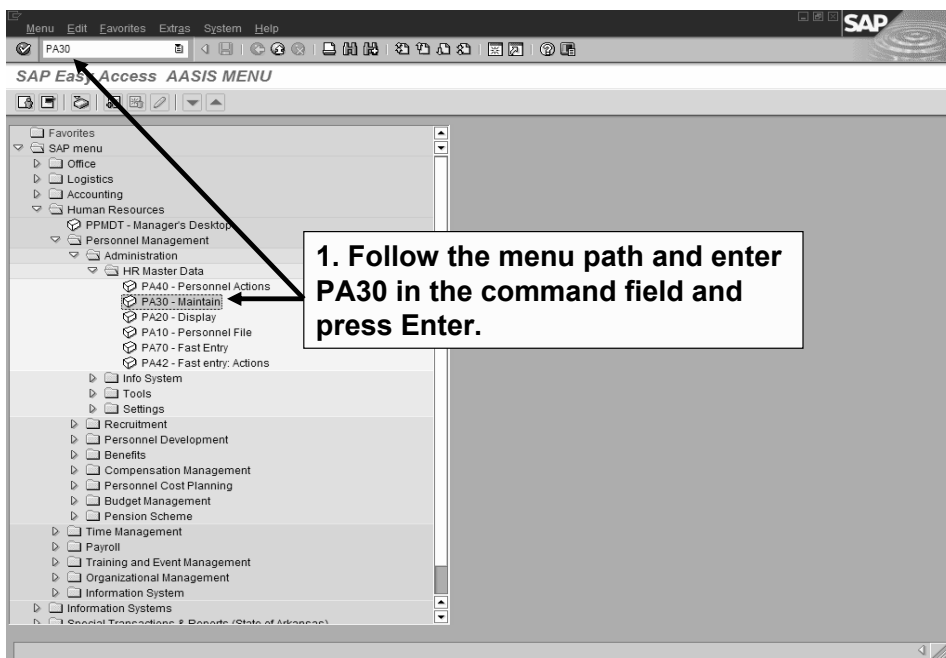
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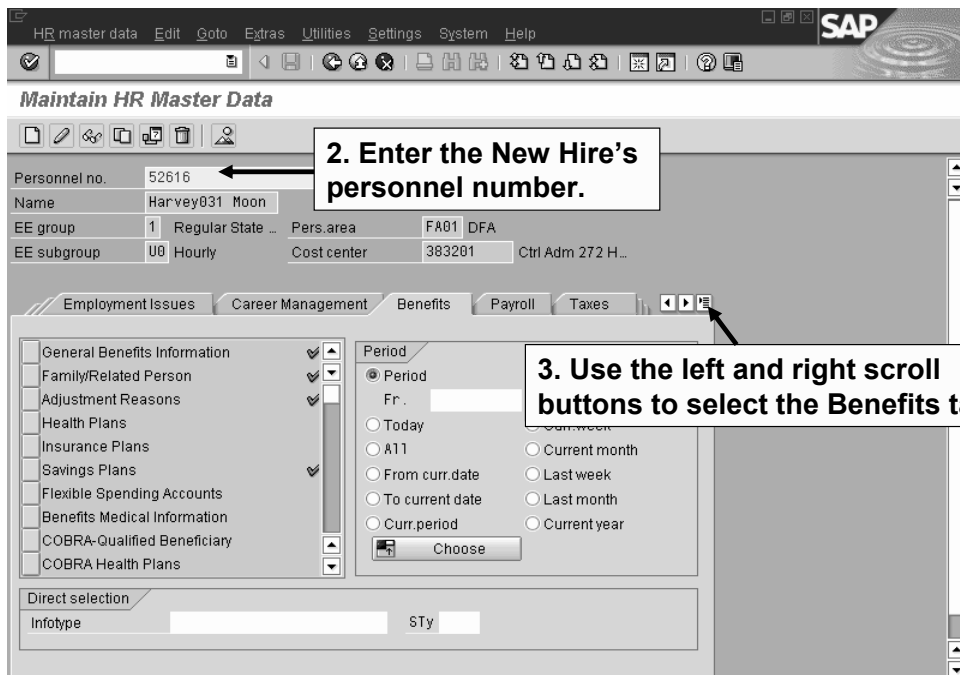
Note: PA30 (Maintain Master Data) is used to create Family Member/Dependents and/or Benefits Medical Information Primary Care Physician information. If this information is not required or is not apart of the employee's application, you may go directly to HRBEN0001 to begin the enrollment process.

Verify that General Benefits information and Adjustment Reason infotype have been created before beginning the enrollment process. Green checks to the right of these infotypes will appear on the Maintain Master Data screen on the Benefits tab in transaction PA30 or PA20.

Create New Hire Benefit Enrollment



Create New Hire Benefit Enrollment



2. Enter the New Hire's personnel number.

3. Use the left and right scroll buttons to select the Benefits tab.

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Note: To search for an employee's personnel number, use the match code search functionality to search by name.

- You may search by an employee's last name by entering in **=n.** followed by the employee's last name.
- You may search by an employee's social security number by entering **=c..** followed by the employee's nine-digit SSN#.

Create New Hire Benefit Enrollment

5. Click Create

4. Select the Benefits Medical Information tab or enter 0376 in the Infotype field.

Please note, if you need to create a dependent, you should Perform that task first by selecting Family/ Related Person or enter 0021 in the infotype field.



Create New Hire Benefit Enrollment



Create Benefits Medical Information

9. Click Enter

10. Click Save

6. Enter the employee's hire date

7. Enter the Physician's name as shown on the employee's application.

8. Enter the identifying number for the Primary Care Physician selected by the employee.

Personnel no	52616	Name	Harwood	Status	Active
EE group	1	Regular State Em...			
EE subgroup	U0	Hourly			
From	12/22/2002	to	12/31/9999		

Doctors

Physician name	
Physician ID	
Physician name	
Physician ID	
Physician name	
Physician ID	

State of health

☐ Smoker



Create New Hire Benefit Enrollment

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 52616
Name Harvey031 Moon
EE group 1 Regular State ... Pers.area FA01 DFA
EE subgroup U0 Hourly Cost center 383201 Ctrl Adm 272 H...

Employment Issues Career Management Benefits Payroll Taxes

General Benefits Information
Family/Related Person
Adjustment Reasons
Health Plans
Insurance Plans
Savings Plans
Flexible Spending Accounts
Benefits Medical Information
COBRA-Qualified Beneficiary
COBRA Health Plans

Period
Fr. To
Today Curr.week
A11 Current month
From curr.date Last week
To current date Last month
Curr.period Current year
Choose

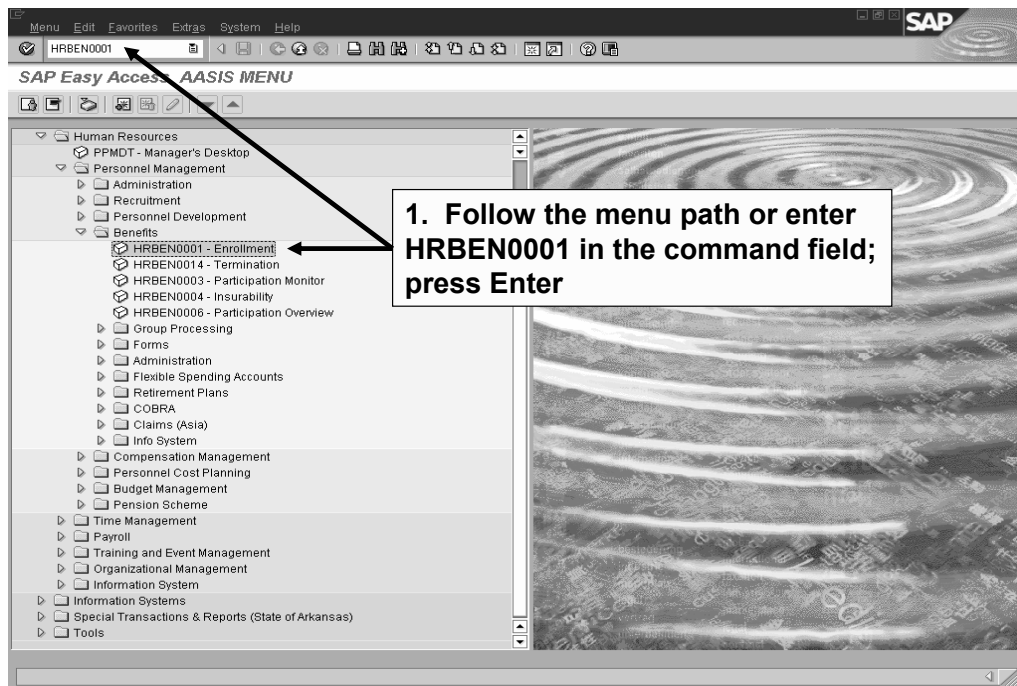
Direct selection
Infotype Benefits Medical Information STy

Record created QAS (1) (517) sapqas INS

11. Click Exit to return to the user menu.



Create New Hire Benefit Enrollment



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Menu Path: Human Resources > Personnel Management > Benefits > Enrollment

Note: All New Hire enrollments are performed using Transaction code **HRBEN0001**.

PA30 can only be used to enroll employees in the locked Non-Contributory APERS Plan.

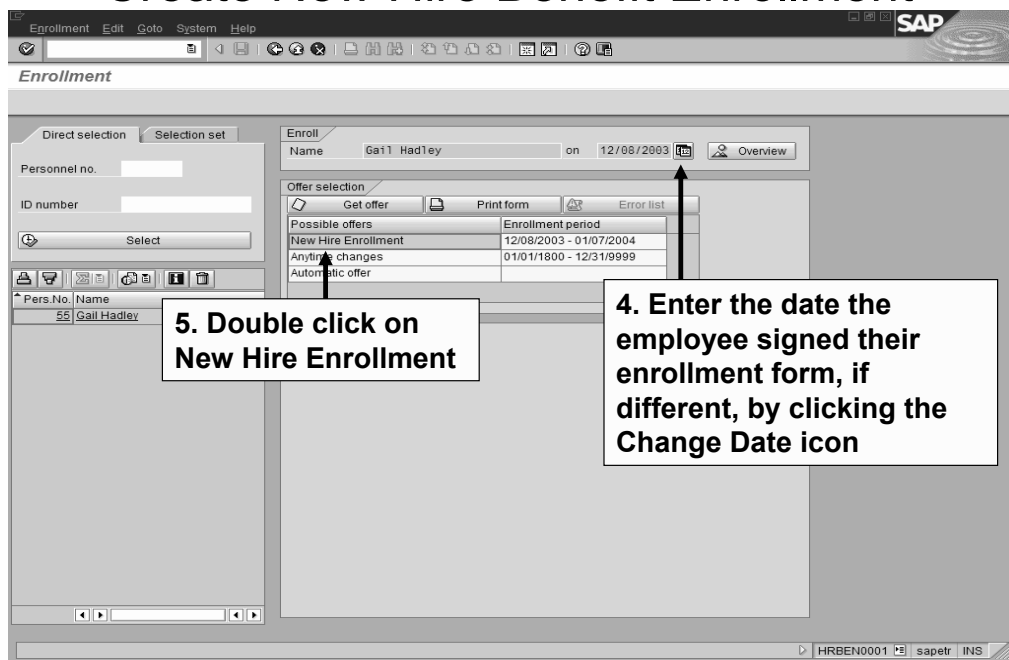


Create New Hire Benefit Enrollment

2. Enter the New Hire's personnel number

3. Click Enter to continue

Create New Hire Benefit Enrollment



4. Enter the date the employee signed their enrollment form, if different, by clicking the Change Date icon

5. Double click on New Hire Enrollment

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July 04, Revised to 2V5.0

- The date entered is the date the employee signed and dated the Enrollment Form.
- New hire employees must complete and sign the Enrollment Form within 30 days of employment.
- Applications should be entered in AASIS within a timely manner. Otherwise, the employee could have three or more premiums deducted from one payroll period.

Create New Hire Benefit Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers No. Name

55 Gail Hadley

Enroll

Name Gail Hadley on 12/08/2003 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
New Hire Enrollment	12/08/2003 - 01/07/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

New Hire Enrollment

Enroll Costs Undo selection Error list

	Status	Validity period	Activity
Medical			
Health Advantage HMO		02/01/2004 - 12/31/9999	
QualChoice HMO		02/01/2004 - 12/31/9999	
Health Advantage POS		02/01/2004 - 12/31/9999	
QualChoice POS		02/01/2004 - 12/31/9999	
Blue Cross Blue Shield PPO		02/01/2004 - 12/31/9999	
Nova Sys HMO		11/21/2004 - 12/31/9999	
NovaSys POS		11/21/2004 - 12/31/9999	
NovaSys PPO		11/21/2004 - 12/31/9999	
High Deductible PPO		11/21/2004 - 12/31/9999	
US Able (Basic EE Life ASE)		02/01/2004 - 12/31/9999	
Dependent Life			
US Able (Basic DEP Life ASE)		02/01/2004 - 12/31/9999	
Opt. Dep. Life			
US Able (Opt DEP Life ASE)		02/01/2004 - 12/31/9999	
Optional Life			

HRBEN0001 sapetr INS

6. Double click on Employee's desired Medical Plan

Create New Hire Benefit Enrollment

Enrollment

Direct selection Selection set Enroll

Maintain Health Plan

Pers.No. 55 Gail Hadley
Plan Health Advantage HMO
Start 02/01/2004 - 12/31/9999

☐ Stop participation in period

Option

Plan options

Health Plan Opt Standard HMO ASE 1
Dependent Cover Employee

Costs USD Monthly

Employee	61.22	<input checked="" type="checkbox"/> Deductions Pre-tax
Employer	0.00	

Accept

7. Click Accept

Note: The 'Deductions Pre-tax' is defaulted. If the employee waived pre-tax deductions and chose post-tax deductions, uncheck the box.

Enrollment period
12/07/2003 - 01/06/2004
01/01/1800 - 12/31/9999

Status	Validity period	Activity
HMO	02/01/2004 - 12/31/9999	
OS	02/01/2004 - 12/31/9999	
Field PPO	02/01/2004 - 12/31/9999	

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Note: For this example, the employee does not have any Dependents to enroll in a Benefits Plan. If the employee had dependents, you would see a Dependents tab next to the Option tab.

To view the employee's dependents, you would need to click on the Dependents tab.

To enroll the dependents in a benefit plan, you would need to click the box to the left of the dependents name.

Then click on the Option tab and complete the steps above. Continue to complete the remaining steps in the New Hire Benefit Enrollment transaction.



Create New Hire Benefit Enrollment

Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers. No. Name

55 Gail Hadley

1109 Kennedy Edwards

Enroll

Name Gail Hadley on 12/08/2003 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
New Hire Enrollment	12/08/2003 - 01/07/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

New Hire Enrollment

Enroll Costs Undo selection Error list

	Status	Validity period	Activity
Medical			
Health Advantage HMO		02/01/2004 - 12/31/9999	✓
QualChoice HMO		02/01/2004 - 12/31/9999	
Health Advantage POS		02/01/2004 - 12/31/9999	
QualChoice POS		02/01/2004 - 12/31/9999	
Blue Cross Blue Shield PPO		02/01/2004 - 12/31/9999	
Nova Sys HMO		11/21/2004 - 12/31/9999	
NovaSys POS		11/21/2004 - 12/31/9999	
NovaSys PPO		11/21/2004 - 12/31/9999	
High Deductible PPO		11/21/2004 - 12/31/9999	
Basic Life			
US Able (Basic EE Life ASE)		02/01/2004 - 12/31/9999	
Dependent Life			
US Able (Basic DEP Life ASE)		02/01/2004 - 12/31/9999	
Opt. Dep. Life			
US Able (Opt DEP Life ASE)		02/01/2004 - 12/31/9999	
Optional Life			

8. Double click on the Basic Life Insurance Plan



Create New Hire Benefit Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers No. Name

55 Gail Hadley

1109 Kennedy Edwards

Enroll

Name Gail Hadley on 12/08/2003

Offer selection

Get offer Print form

Possible offers Enrollment pe

New Hire Enrollment 12/08/2003 - C

Anytime changes 01/01/1800 - 1

Automatic offer

New Hire Enrollment

Enroll Costs Undo selection

Medical

Health Advantage HMO

QualChoice HMO

Health Advantage POS

QualChoice POS

Blue Cross Blue Shield PPO

Nova Sys HMO

NovaSys POS

NovaSys PPO

High Deductible PPO

Basic Life

US Able (Basic EE Life ASE)

Dependent Life

US Able (Basic DEP Life ASE)

Opt. Dep. Life

US Able (Opt DEP Life ASE)

Optional Life

Maintain Insurance Plan

Pers.No. 55 Gail Hadley

Plan US Able (Basic EE Life ASE)

Start 02/01/2004 - 12/31/9999

Stop participation in period

Coverage

Insurance option and coverage

Insurance Optio Basic EE Life Coverage

Basic Coverage 10,000.00 USD

Additional Unit 0 X 0.00 USD

Insurance Cover 10,000.00 USD

Costs USD Monthly

Employee 0.00 Deductions Pre-

Employer 0.00

Accept

9. Click Accept

Create New Hire Benefit Enrollment

10. Once you have entered and accepted all of the Employee's Elections, click Enroll.

Pers.No.	Name
55	Gail Hadley
1109	Kenneth Edwards

Enroll	Name	on	12/08/2003	Overview								
<table border="1"> <thead> <tr> <th>Possible offers</th> <th>Enrollment period</th> </tr> </thead> <tbody> <tr> <td>New Hire Enrollment</td> <td>12/08/2003 - 01/07/2004</td> </tr> <tr> <td>Anytime changes</td> <td>01/01/1800 - 12/31/9999</td> </tr> <tr> <td>Automatic offer</td> <td></td> </tr> </tbody> </table>					Possible offers	Enrollment period	New Hire Enrollment	12/08/2003 - 01/07/2004	Anytime changes	01/01/1800 - 12/31/9999	Automatic offer	
Possible offers	Enrollment period											
New Hire Enrollment	12/08/2003 - 01/07/2004											
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Automatic offer												

Enroll	Costs	Undo selection	Error list																																								
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Optional Life	Status	Validity period	Activity																																								

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Note: Once you have accessed an offering, a green check mark appears to the left of the employee's choice.



Create New Hire Benefit Enrollment

SAP

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Enroll Name 6a11 Hadley on 12/08/2003 Overview

Personnel no.

ID number

Confirmation of Selected Actions

Activity	Plan	From	To
Create	Health Advantage HMO	02/01/2004	12/31/9999
Create	US Able (Basic EE Life ASE)	02/01/2004	12/31/9999

Pers.No. N: 55

Note: Double check to see that you have entered the employee's elections properly.

Enroll Cancel

11. Click Enroll

US Able-Opt EE Life ASE 1x2x
Opt. Life Post
US Able Opt EE 1x2x Post Tax
4n1/a)

Validity period Activity

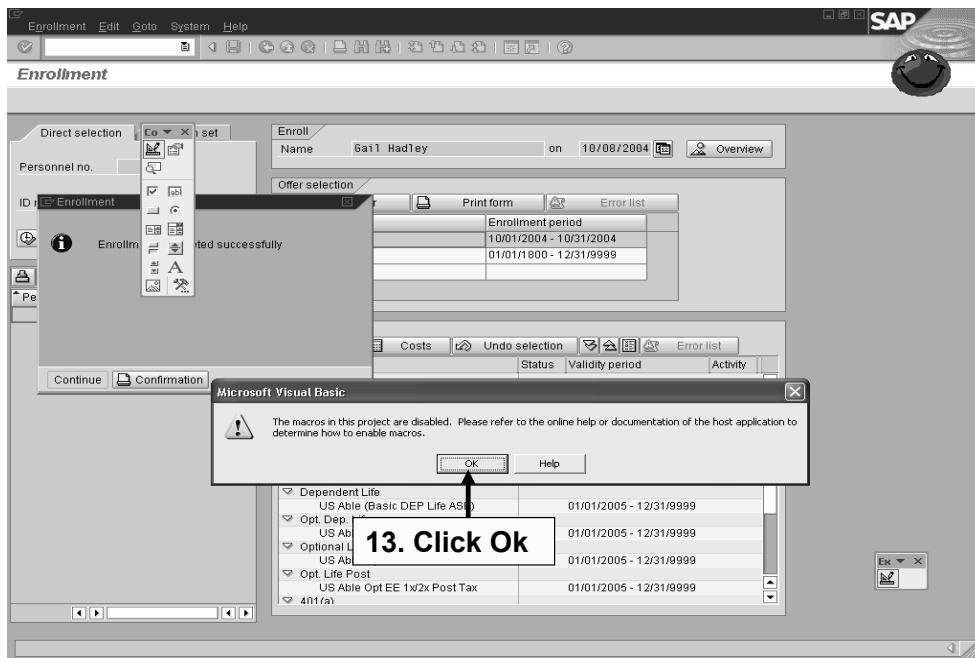
Validity period	Activity
02/01/2004 - 12/31/9999	
02/01/2004 - 12/31/9999	✓
02/01/2004 - 12/31/9999	
02/01/2004 - 12/31/9999	
02/01/2004 - 12/31/9999	
02/01/2004 - 12/31/9999	✓
02/01/2004 - 12/31/9999	
02/01/2004 - 12/31/9999	
02/01/2004 - 12/31/9999	
02/01/2004 - 12/31/9999	
02/01/2004 - 12/31/9999	

Create New Hire Benefit Enrollment

The screenshot shows the SAP HRBEN - Benefits Administration interface. The main window is titled 'Enrollment' and contains a table with columns for 'Enrollment period', 'Status', 'Validity period', and 'Activity'. The table lists several enrollment periods, including '12/08/2003 - 01/07/2004' and '01/01/1800 - 12/31/9999'. A confirmation dialog box is displayed over the table, with a message that reads: 'Enrollment completed successfully.' Below the message are two buttons: 'Continue' and 'Confirmation'. An arrow points from a callout box to the 'Confirmation' button. The callout box contains the text: '12. Confirmation of Enrollment is required to supply the Employee with verification of benefits selected. Click Confirmation.'

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Create New Hire Benefit Enrollment



The screenshot shows the SAP HRBEN - Benefits Administration interface. The main window is titled 'Enrollment' and displays a list of enrollment periods for a new hire named 'Gail Hadley' on '10/08/2004'. The list includes columns for 'Enrollment period', 'Status', 'Validity period', and 'Activity'. A message box from 'Microsoft Visual Basic' is overlaid on the screen, stating: 'The macros in this project are disabled. Please refer to the online help or documentation of the host application to determine how to enable macros.' The 'OK' button in the message box is highlighted with a red arrow and the text '13. Click Ok'.

Enrollment period	Status	Validity period	Activity
10/01/2004 - 10/31/2004			
01/01/1800 - 12/31/9999			

Microsoft Visual Basic

The macros in this project are disabled. Please refer to the online help or documentation of the host application to determine how to enable macros.

OK Help

13. Click Ok

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Create New Hire Benefit Enrollment

Form System Help

Display Form

15. Click Print

14. View Confirmation notification

Benefits - Confirmation

State of Arkansas, Employee Benefits Division

Harvey031 Moon
999 Oak Street
Little Rock AR 72201

Personnel number 00052616	Name of employee Harvey031 Moon	Social security number 777776739
Personnel area DFA	Personnel subarea OT, Std, ASHE	
Employee group Regular State Empl.	Employee subgroup Hourly	Payroll area Arkansas Bi-Weekly
Benefit area	First program grouping	Second program grouping

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Create New Hire Benefit Enrollment

Form System Help

Display Form

16. Click Back

Benefits - Confirmation

State of Arkansas, Employee Benefits Division

Harvey031 Moon
999 Oak Street
Little Rock AR 72201

Personnel number	Name of employee	Social security number
00052616	Harvey031 Moon	777776739
Personnel area	Personnel subarea	
DFA	OT,Std,ASHB	
Employee group	Employee subgroup	Payroll area
Regular State Empl.	Hourly	Arkansas Bi-Weekly
Benefit area	First program grouping	Second program grouping

Create New Hire Benefit Enrollment

Enrollment

Direct selection Selection set Enroll

Name Ga11 Hadley on 12/08/2003 Overview

Personnel no.

ID n Enrollment

Offer selection

Print form Error list

ent	Enrollment period
ent	12/08/2003 - 01/07/2004
	01/01/1800 - 12/31/9999

Costs Undo selection Error list

	Status	Validity period	Activity
Health Advantage HMO		02/01/2004 - 12/31/9999	✓
QualChoice HMO		02/01/2004 - 12/31/9999	
Health Advantage POS		02/01/2004 - 12/31/9999	
QualChoice POS		02/01/2004 - 12/31/9999	
Blue Cross Blue Shield PPO		02/01/2004 - 12/31/9999	
Nova Sys HMO		11/21/2004 - 12/31/9999	
NovaSys POS		11/21/2004 - 12/31/9999	
NovaSys PPO		11/21/2004 - 12/31/9999	
High Deductible PPO		11/21/2004 - 12/31/9999	
Basic Life			
US Able (Basic EE Life ASE)		02/01/2004 - 12/31/9999	✓
Dependent Life			
US Able (Basic DEP Life ASE)		02/01/2004 - 12/31/9999	
Opt. Dep. Life			
US Able (Opt DEP Life ASE)		02/01/2004 - 12/31/9999	
Optional Life			

Continue Confirmation

17. Click Continue



Create New Hire Benefit Enrollment

Enrollment

Enrollment Edit Goto System Help

18. Click to Exit

Direct selection Selection set

Personnel no. 55

ID number

Select

Pers.No. Name

55 Gail Hadley

Name Gail Hadley on 12/07/2003 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
New Hire Enrollment	12/07/2003 - 01/06/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

Offer



Exercise

Scenario #2

- A new Hire receives his Confirmation Form and realizes that there has been a Data Entry mistake. He requested Qual Choice HMO, but has been enrolled in Health Advantage HMO. He brings this to the attention of the Agency Benefits Specialist. Correct the New Hire's Enrollment Elections.





Demonstration

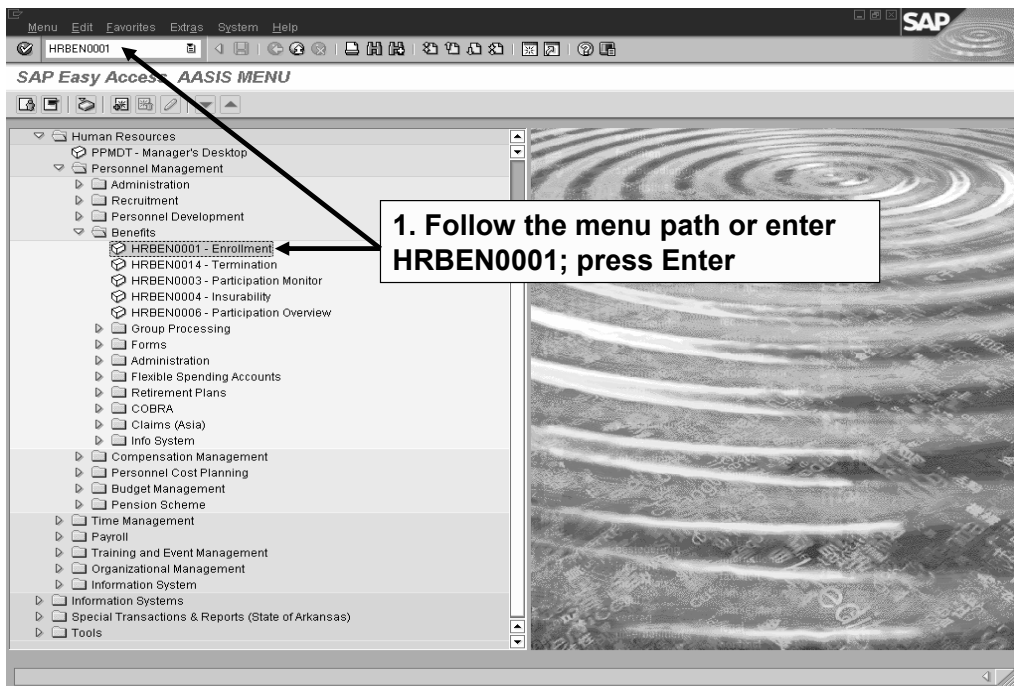
- Correct Employee Benefit Enrollment Elections

Human Resources > Personnel Management >
Benefits > Enrollment
(HRBEN0001)





Correct Employee Benefit Enrollment Elections



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Correct Employee Benefit Enrollment Elections

2. Enter the Employee's personnel number

3. Enter the date the employee signed their enrollment form, if different, by clicking the Change Date icon

4. Double click on applicable Enrollment type to be changed

Possible offers	Enrollment period
New Hire Enrollment	08/18/2003 - 09/17/2003
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

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- For a New Hire, this date must fall within a 30 day time frame from date of hire
- For Open Enrollment the date must fall within the Open Enrollment Period
- For HIPAA and Family Status Changes the date must fall within the 30 day time limit from the qualifying event.

The employee's form must be dated within the first 30 days from hire date or qualifying event date, but can be entered in the system after the first 30 days. However, entry of the employee's form in the system cannot be beyond 60 days from the hire date or qualifying event.



Correct Employee Benefit Enrollment Elections

Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Personnel no.

ID number

Select

Pers. No. Name

55 Gail Hadley

1109 Kenneth Edwards

Enroll

Name Gail Hadley on 12/08/2003 Overview

Offer selection

Get offer Print form Error list

Possible offers	Enrollment period
New Hire Enrollment	12/08/2003 - 01/07/2004
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	

New Hire Enrollment

Enroll Costs Undo selection Error list

	Status	Validity period	Activity
Medical			
Health Advantage HMO		02/01/2004 - 12/31/9999	✓
QualChoice HMO		02/01/2004 - 12/31/9999	
Health Advantage POS		02/01/2004 - 12/31/9999	
QualChoice POS		02/01/2004 - 12/31/9999	
Blue Cross Blue Shield PPO		02/01/2004 - 12/31/9999	
Nova Sys HMO		11/21/2004 - 12/31/9999	
NovaSys POS		11/21/2004 - 12/31/9999	
NovaSys PPO		11/21/2004 - 12/31/9999	
High Deductible PPO		11/21/2004 - 12/31/9999	
Basic Life			
US Able (Basic EE Life ASE)		02/01/2004 - 12/31/9999	✓
Dependent Life			
US Able (Basic DEP Life ASE)		02/01/2004 - 12/31/9999	
Opt. Dep. Life			
US Able (Opt DEP Life ASE)		02/01/2004 - 12/31/9999	
Optional Life			

5. Double click
on the correct
benefits election

Correct Employee Benefit Enrollment Elections

6. Click to Accept

Costs USD Monthly	
Employee	77.76
Employer	0.00

Option	Start	End
Basic Life	11/12/2004	11/20/2004
Basic Life (Basic EE Life ASE)	11/21/2004	12/31/9999
Dependent Life	11/12/2004	12/31/9999
Optional Life	11/12/2004	12/31/9999

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Note: If the employee had dependents, you would see a Dependents tab next to the Option tab. Click on the Dependents tab to view the employee's dependents. Click the box to the left of the dependents name to enroll the dependent. Then return to the Option tab by clicking on the tab.

Correct Employee Benefit Enrollment Elections

The screenshot shows the SAP HRBEN - Benefits Administration interface. The main window is titled 'Enrollment' and has a menu bar with 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The 'Enrollment' menu is open, showing options like 'Direct selection', 'Selection set', 'Enroll', 'Costs', 'Undo selection', 'Validity period', and 'Activity'. The 'Enroll' button is highlighted with a callout box that says '7. Click Enroll'. The 'Enroll' button is located in the 'New Hire Enrollment' section. The 'New Hire Enrollment' section has a table with columns 'Medical', 'Status', 'Validity period', and 'Activity'. The table lists various medical plans, including 'Health Advantage HMO', 'QualChoice HMO', 'Health Advantage POS', 'QualChoice POS', 'Blue Cross Blue Shield PPO', 'Nova Sys HMO', 'NovaSys POS', 'NovaSys PPO', and 'High Deductible PPO'. The 'QualChoice HMO' plan is selected, indicated by a green checkmark in the 'Activity' column. The 'Validity period' for this plan is '02/01/2004 - 12/31/9999'. The 'Status' is '02/01/2004 - 12/31/9999'. The 'Activity' is '02/01/2004 - 12/31/9999'. The 'Enroll' button is located in the 'New Hire Enrollment' section, below the 'Enrollment' menu. The 'Enroll' button is located in the 'New Hire Enrollment' section, below the 'Enrollment' menu. The 'Enroll' button is located in the 'New Hire Enrollment' section, below the 'Enrollment' menu.

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Note: The medical plan you selected is marked with a green check mark. The green radio buttons are for all previously selected plans that will remain the same. Since the correction is to select another medical plan you do not need to stop participation on the previous plan.

Termination of benefits will be covered later in the courseware.



Correct Employee Benefit Enrollment Elections

Enrollment

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set Enroll

Name Ga11 Hadley on 12/08/2003 Overview

Personnel no.

ID number

Confirmation of Selected Actions

Activity	Plan	From	To
Create	QualChoice HMO	02/01/2004	12/31/9999
Create	US Able (Basic EE Life ASE)	02/01/2004	12/31/9999

Pers.No. N: 55 1109 Kf

Note: Verify that you have entered the Employee's Elections properly

Enroll Cancel

US Able (Basic DEP Life ASE)

Opt. Dep. Life

US Able (Opt DEP Life ASE)

Infomnal I life

Validity period

Activity

02/01/2004 - 12/31/9999

02/01/2004 - 12/31/9999

02/01/2004 - 12/31/9999

02/01/2004 - 12/31/9999

02/01/2004 - 12/31/9999

11/21/2004 - 12/31/9999

11/21/2004 - 12/31/9999

11/21/2004 - 12/31/9999

02/01/2004 - 12/31/9999

02/01/2004 - 12/31/9999

02/01/2004 - 12/31/9999

Correct Employee Benefit Enrollment Elections

The screenshot shows the SAP HRBEN - Benefits Administration interface. The main window displays the enrollment process for Gail Hadley, with the enrollment period set from 12/08/2003 to 01/07/2004. A confirmation dialog box is overlaid on the main interface, indicating that the enrollment has been completed successfully. The dialog box contains a 'Continue' button and a 'Confirmation' button. An arrow points to the 'Confirmation' button, highlighting the next step in the process.

9. Confirmation of Enrollment is required to supply the Employee with verification of Benefits selected. Click Confirmation.



Correct Employee Benefit Enrollment Elections

Form System Help

Display Form

10. Click Print

Benefits - Confirmation

State of Arkansas, Employee Benefits Division

Harvey031 Moon
999 Oak Street
Little Rock AR 72201

Note: View Confirmation Notification

Personnel number 00052616	Name of employee Harvey031 Moon	Social security number 777776739
Personnel area DFA	Personnel subarea OT, Std, ASHE	
Employee group Regular State Empl.	Employee subgroup Hourly	Payroll area Arkansas Bi-Weekly
Benefit area	First program grouping	Second program grouping

Correct Employee Benefit Enrollment Elections

Form System Help

Display Form

11. Click Back

Benefits - Confirmation

State of Arkansas, Employee Benefits Division

Harvey031 Moon
999 Oak Street
Little Rock AR 72201

Personnel number 00052616	Name of employee Harvey031 Moon	Social security number 777776739
Personnel area DFA	Personnel subarea OT, Std, ASHE	
Employee group Regular State Empl.	Employee subgroup Hourly	Payroll area Arkansas Bi-Weekly
Benefit area	First program grouping	Second program grouping

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Correct Employee Benefit Enrollment Elections

Enrollment Edit Goto System Help

Enrollment

Direct selection Selection set

Enroll Name Gail Hadley on 12/08/2003 Overview

Personnel no.

Offer selection

Print form Error list

Enrollment period

Enrollment period	12/08/2003 - 01/07/2004
	01/01/1800 - 12/31/9999

Costs Undo selection Error list

Status	Validity period	Activity
Health Advantage HMO	02/01/2004 - 12/31/9999	
QualChoice HMO	02/01/2004 - 12/31/9999	✓
Health Advantage POS	02/01/2004 - 12/31/9999	
QualChoice POS	02/01/2004 - 12/31/9999	
Blue Cross Blue Shield PPO	02/01/2004 - 12/31/9999	
Nova Sys HMO	11/21/2004 - 12/31/9999	
NovaSys POS	11/21/2004 - 12/31/9999	
NovaSys PPO	11/21/2004 - 12/31/9999	
High Deductible PPO	11/21/2004 - 12/31/9999	
Basic Life		
US Able (Basic EE Life ASE)	02/01/2004 - 12/31/9999	✓
Dependent Life		
US Able (Basic DEP Life ASE)	02/01/2004 - 12/31/9999	
Opt. Dep. Life		
US Able (Opt DEP Life ASE)	02/01/2004 - 12/31/9999	
Optional Life		

Enrollment completed successfully

Continue Confirmation

12. Click to Continue

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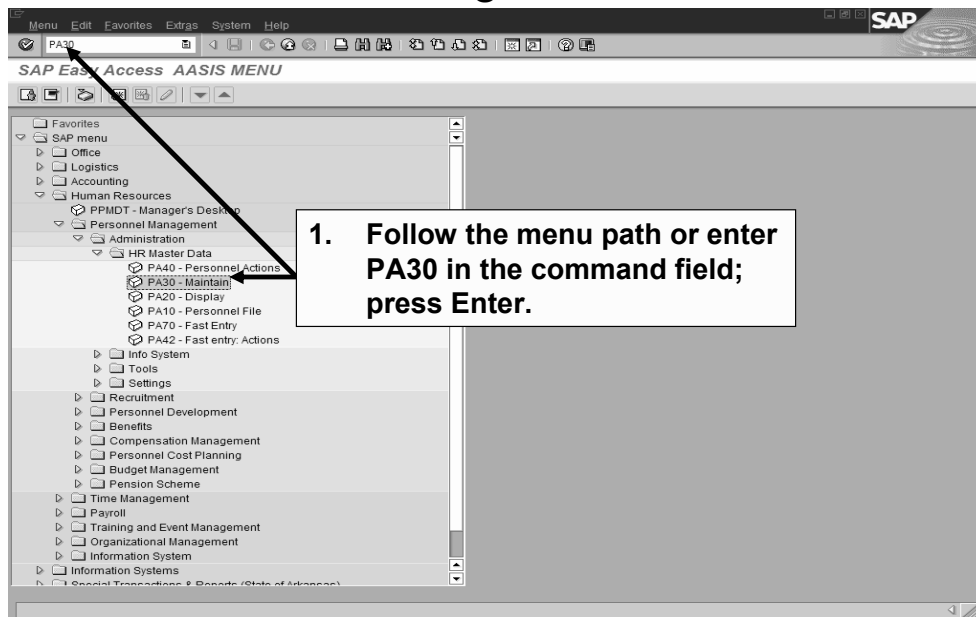
Correct Employee Benefit Enrollment Elections

The screenshot shows the SAP HRBEN - Benefits Administration interface. The top menu bar includes 'Enrollment', 'Edit', 'Goto', 'System', and 'Help'. The 'Enrollment' menu is open, showing options like 'Direct selection', 'Selection set', and 'Enroll'. A callout box with the text '13. Click to Exit' points to the 'Exit' button in the top toolbar. The main area displays the 'Enrollment' screen for 'Susan Vollman' on '08/18/2003'. The screen includes a 'Personnel no.' field, an 'ID number' field, and a 'Select' button. Below these are icons for 'Pers.No.', 'Name', and 'Overview'. The 'Offer selection' section shows a table of possible offers and enrollment periods.

Possible offers	Enrollment period
New Hire Enrollment	08/18/2003 - 09/17/2003
Anytime changes	01/01/1800 - 12/31/9999
Automatic offer	



Correcting an Enrollment Date Due to Change in Hire Date





Correcting an Enrollment Date Due to Change in Hire Date

The screenshot shows the SAP 'Maintain HR Master Data' window. The 'Personnel no.' field contains '18'. The 'Name' field contains 'Susan Wainwright'. The 'EE group' is '1 Regular State'. The 'Pers. area' is 'FAC1 DFA' and the 'Cost Center' is '383201 DFA'. The 'Infotype' field is set to '0167'. The 'Period' section is expanded, showing options for 'Today', 'A11', 'From curr. date', 'To current date', 'Curr. period', 'Curr. week', 'Current month', 'Last week', 'Last month', and 'Current Year'. The 'Choose' button is visible. The 'Infotype text' list on the left includes 'Planned Working Time', 'Health Plans', 'Insurance Plans', 'Savings Plans', 'COBRA Health Plans', 'Credit Plans', 'Miscellaneous Plans', 'Stock Purchase Plans', and 'Retirement Plan Valuation Results'. The 'Direct selection' field is empty.

2. Enter the employee's personnel number

4. Select Change

3. Select Health Plan or enter the infotype 0167

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Correcting an Enrollment Date Due to Change in Hire Date

The screenshot shows the SAP HRBEN - Create Health Plans screen. The menu bar includes Infotype, Edit, Goto, Extras, System, and Help. The title bar says 'Create Health Plans'. The main area displays personnel data for Personnel No. 18, EE group 1 (Regular State Em.), EE subgroup UE (Employee), and Start date 12/19/2004. A callout box labeled '6. Click to save changes' points to the 'Save' button in the top toolbar. Another callout box labeled '5. Change the *enrollment date; see EBD list of important dates' points to the 'Start' date field. Below the personnel data, there is a section for 'Benefit area' (US State of Arkansas-US), 'Plan type' (MED1 Medical), 'Benefit plan' (HMO3 QualChoice HMO), 'Health Plan Option' (OPT1 Standard HMO ASE 1), and 'Dependent Coverage' (EE1 Employee Only 1). At the bottom, there is an 'Additional fields' section with 'Original End Date' and 'Prev Recalc.' fields.

When a Hire action is corrected, you should check to see if the benefit's effective date is affected. For Retirement Plans, the hire date is the same as the effective date. For Health and Life Plans, coverage is effective the first of the month following 30 days of service.



Correcting an Enrollment Date Due to Change in Hire Date

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 10
Name Susan Wainwright
EE group 1 Regular State Pers. area FA01 DFA
EE subgroup UE Employee Cost Center 383201 DFA

Basic personal data Contract data Gross/net payroll Net payroll Addf...

Infotype text E...
Planned Working Time
Health Plans
Insurance Plans
Savings Plans
COBRA Health Plans
Credit Plans
Miscellaneous Plans
Stock Purchase Plans
Retirement Plan Valuation Results

Period
Fr. To
Today Curr. week
All Current month
From curr. date Last week
To current date Last month
Curr. period Current Year
Choose

Direct selection
Infotype Health Plans STy

Note: Record has been created

Record created

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To correct an enrollment date (ex: the initial enrollment date entered was 11/01/04 and should have been 12/01/04).

Troubleshooting Note #1


The screenshot shows the SAP 'Display Actions' screen. The 'Personnel action' section shows 'Action type' as 'Hire' and 'Reason for action' as '01 New Hire'. The 'Status' section shows 'Customer-defined' as 'No Concurrent Employment', 'Employment' as 'Active', and 'Special payment' as 'Standard wage type'. The 'Organizational assignment' section shows 'Position' as '22097458 MEN HLTH WORKER', 'Personnel area' as 'HS10 DHS Benton Saline', 'Employee group' as '1 Regular State Empl.', and 'Employee subgroup' as 'U0 Hourly'. The 'Additional actions' section is a table with columns 'Start date', 'Act', 'Action type', 'ActR', and 'Reason f.action'. It contains one row with '03/18/2002', 'ZF', 'Hire', '01', and 'New Hire'.

Start date	Act	Action type	ActR	Reason f.action
03/18/2002	ZF	Hire	01	New Hire

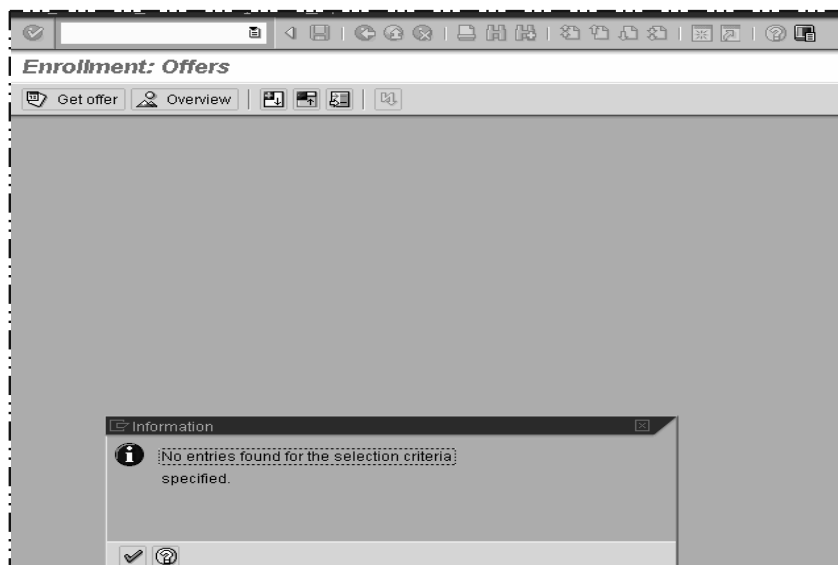
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If you do not know the New Hire's hire date, complete the following steps:

1. Click on the Create a new session icon.  Click on the new session.
2. In the command line type PA20 and press Enter. This will take you directly to Display HR Master Data.
3. Enter the Employee's personnel number in the 'Personnel no.' field.
4. Select the Personal Data Tab.
5. Select the Actions infotype and click on the Display icon.
6. Scroll down to the bottom and look under the 'Additional Actions' section for the start date of the New hire.
7. Return to the first session and enter the Hire Date.

Troubleshooting Note #2



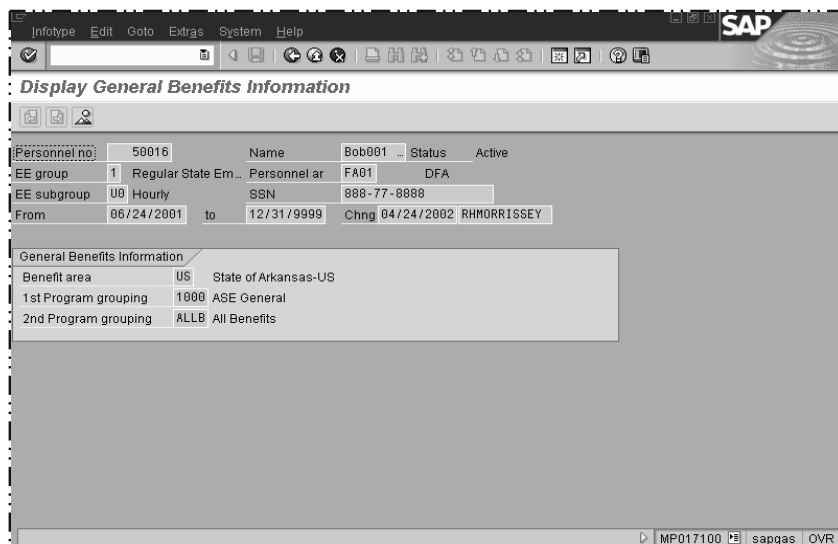
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If there is not an “Automatic offer” selection available when trying to enroll an employee in Retirement benefits, complete the following steps:

1. In the command line type /nPA20 and press Enter. This will take you directly to Display HR Master Data.
2. Enter the employee’s personnel number in the ‘Personnel no’ field.
3. Select the Benefits Tab.
4. Select the General Benefits Information infotype and click on the Display icon.

Troubleshooting Note #2 (continued)



The screenshot shows the SAP HRBEN - Display General Benefits Information screen. The top menu bar includes Infotype, Edit, Goto, Extras, System, and Help. The title bar reads 'Display General Benefits Information'. The main data area contains the following fields:

Personnel no.	50016	Name	Bob001	Status	Active
EE group	1	Regular State Em.	Personnel ar	FA01	DFA
EE subgroup	U0	Hourly	SSN	888-77-8888	
From	06/24/2001	to	12/31/9999	Chng	04/24/2002 RHMORRISSEY

Below the main data area, there is a section for 'General Benefits Information' with the following details:

Benefit area	US	State of Arkansas-US
1st Program grouping	1000	ASE General
2nd Program grouping	ALLB	All Benefits

The bottom status bar shows 'MP017100', 'sapqas', and 'OVR'.

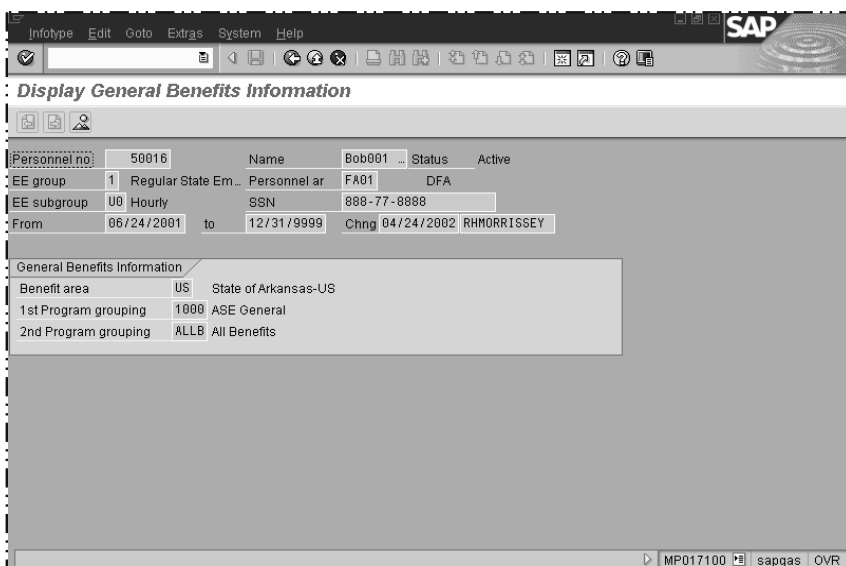
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If there is not an “Automatic offer” selection available when trying to enroll an employee in Retirement benefits, complete the following (cont’d):

- Verify the information in the ‘2nd Program grouping’ field. If the data reflected is GENB or NOBN, then AASIS is reflecting that the employee is not entitled to Retirement benefits. You need to contact someone in your agency’s Personnel Administration area to verify that the employee is not entitled to Retirement benefits.
- If the data reflected is ALB9 or ALLB, then exit out of SAP; logon on again; and try to enroll the employee in ‘Automatic offer.’ If ‘Automatic offer’ is still not available, call the AASIS Help Desk.

Troubleshooting Note #2 (continued)



The screenshot shows the SAP HRBEN - Display General Benefits Information screen. The menu bar includes Infotype, Edit, Goto, Extras, System, and Help. The title bar is SAP. The main content area displays the following information:

Personnel no:	50016	Name	Bob001	Status	Active
EE group	1	Regular State Em...	Personnel ar	FA01	DFA
EE subgroup	U0	Hourly	SSN	888-77-8888	
From	06/24/2001	to	12/31/9999	Chng	04/24/2002 RHMORRISSEY

General Benefits Information

Benefit area	US	State of Arkansas-US
1st Program grouping	1000	ASE General
2nd Program grouping	ALLB	All Benefits

The status bar at the bottom shows MP017100, sapqas, and OVR.

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If there is not an “Automatic offer” selection available when trying to enroll an employee in Retirement benefits, complete the following (cont’d):

- Employees in 1st Program Grouping 5000 – Workforce Education does not have Automatic Offers because they have an Alternate Choice for Retirement Plans.
- To enroll the employee in a Retirement plan, select “New Hire Enrollment”. Then select the appropriate Retirement Plan.



Questions and Answers

